Airport Security Division
Access Control and ID Badging
700 Catalina Drive, Suite 110
Daytona Beach, Florida 32114
(386)-248-8030

SIDA ☐ AOA ☐

Application for Replacement of Lost/Stolen Identification Badge

Last Name	First Name	Middle Name
Company Name	**Job Title**	**Was Badge Lost or Stolen?**
		Lost / Stolen
Where Do You Think Badge Was Lost?		
Was Police Report Filed?	**Agency**	**Report Number**
Yes / No		

Applicant Responsibilities

1. All identification badges remain the property of the Volusia County Airport Department (VCAD). The badge is non-transferable to any other person.
2. The badge must be displayed on the upper portion of the body, on the outermost garment, and must be clearly visible while in the Secured Area, SIDA, or AOA. The badge must be clearly visible and recognizable when worn. If a container or holder is used, that container or holder must be uncolored and clear. The badge is not to be defaced in any manner. No other markings or stickers may be added to the badge.
3. Everyone issued an identification badge must challenge and, if applicable, provide escorts according to training.
4. Identification badges are issued for security purposes and are subject to the rules and regulations of the Federal Aviation Administration, the Transportation Security Administration, VCAD, and the sponsoring tenant.
5. Expiring badges must be renewed prior to the expiration date on the face of the badge. Door access is automatically revoked on the expiration date. Most badges expire in two (2) years. Airport Ground Vehicle Operators (AGVO) recurrent training is required annually. Contractor badges are issued for the duration of the project, up to two (2) years.
6. Recurrent AOA training is required bi-annually and must be completed within the three-months prior to badge expiration. This training will consist of reading a handbook and achieving a 90% or higher on a 12 question quiz.
7. AOA badge holders who do not renew expired badges within thirty (30) days of expiration will need to complete a new badge application and undergo a new security threat assessment before a new badge will be issued. Use of an expired badge is a violation and may result in denial of badge renewal, criminal penalties, and/or civil penalties.
8. VCAD must be notified immediately of any lost/stolen badges. **A fee of $50 is charged for a first lost/stolen badge. A fee of $100.00 is charged for a second lost/stolen badge or one not returned upon termination of employment**. If a badge holder has lost two badges, requests for additional replacements must be approved by the ASC or Director of Aviation.
9. Badge holders must immediately notify VCAD if they become aware that any access control portal, access control system or a component thereof has been breached, compromised, or threatened by any means.
10. Please note that badge applicants will need to provide two forms of identification when submitting their application, one of which is government issued. In addition, one of them must be a photo-ID. The preferred forms of identification are a passport or a driver's license and a social security card. Badge applicants who do not have these forms of identification, should contact their employers for acceptable alternate forms.
11. Badge holders agree to abide by all applicable Federal, State, local, and VCAD rules, regulations, laws, ordinances, and training received relative to his/her term of employment or term of lease at the Daytona Beach International Airport.
12. Volusia County Airport Department (VCAD) reserves the right to deny a badge application for any reason.

Signature	Date

Authorized Signatory Section

(NOTE TO APPLICANTS: Do Not Sign This Section)

Type of Badge Required	Other Privileges Required	Additional Access Areas
Government ☐ Armed LEO ☐	Non-movement/PSR Driving ☐	Concourse ☐ Exit Lane ☐
Terminal Tenant ☐	Movement Area Driving ☐	Customs/FIS ☐
Airfield Tenant ☐	Escort ☐	Air Cargo ☐
Contractor ☐	No Additional ☐	Domestic ramp ☐
AOA ☐		International ramp ☐
		No Additional ☐

Specific Door Access Requested:

Company	Title

Lost Badge Fee ($100) to be paid by:

Badge Holder ☐ Bill to Company ☐

I understand that our company is responsible for this individual's ID Media (airport badge) and hereby agree to the following provisions and charges:

Provision #1 – Termination of Employment and/or Expired Badge:

Airport badge shall be returned within five (5) business days upon termination of employment and/or from badge expiration date otherwise a charge of $100.00 will be assessed.

Provision #2 – Lost and/or Broken Badge:

A lost and/or misplaced airport badge shall be reported immediately upon knowledge of loss. A fee of $50 is charged for a first lost/stolen badge. A fee of $100.00 is charged for a second lost/stolen badge. A $15 fee will be assessed for a broken badge. The same $15 fee may apply to badges that are unreadable.

I understand it is my responsibility to immediately notify the Airport Security Office via telephone or in person any time an individual's access authority is to be limited or revoked, an individual's ID Media has been lost or stolen, or if I believe any component of the airport's security system has been compromised in any way. This is to be followed up by written notification to the Airport Security Coordinator within 24 hours.

All coordination shall be with the Airport Security Office at the Daytona Beach International Airport. I understand it is my responsibility to report to the Airport Security Office information as it becomes available that indicates an individual with unescorted access authority may have a disqualifying criminal offense. Additionally, I understand that it is my responsibility to report to the Airport Security Office when the individual has an expired form I-9 employment eligibility verification document issued by the U.S. Citizenship and Immigration Service and is no longer authorized to work, if applicable.

Signature	Date

For Office/Airport Security Coordinator's Use

Application received: _____/_____/_____

Airport Security Coordinator Approval

Replacement: 1 ☐ 2 ☐ Other ☐
Granted unescorted access to the DAB SIDAs? Yes ☐ No ☐
Signature: _____ Date: _____/_____/_____

Badgeholder Privileges

Areas of Access/Privileges Granted
(check all applicable)

FIS Ramp ☐ FIS Building ☐ Air Cargo SIDA ☐ Domestic Ramp ☐ Sterile Area/Concourse ☐ Escort ☐

Type of Badge Issued
(check all applicable)

Government (non-LEO) ☐ Government (LEO) ☐ Terminal Tenant ☐ Contractor ☐ AOA ☐

Driving Privileges Granted
(check one if applicable)

Movement ☐ Non-movement/PSR ☐

Date of driver training: _____/_____/_____

Badge Status

Issued by: _____ _____ Badge Number: _____
Trusted Agent Signature

Date issued: _____/_____/_____ Expiration date: _____/_____/_____